



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: CODE COMPLIANCE TECHNICIAN DATE OPENED: 8/9/2021

DEPARTMENT: FLATHEAD COUNTY PLANNING & ZONING OFFICE CLOSING DATE: OPEN UNTIL FILLED

If you have any questions about this position vacancy, call: (406) 751 - 8200

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union ☐

☐ FULL TIME

☒ REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ 19.03 per Hour ☐

☒ PART TIME

☐ SEASONAL

STARTING WAGE: \$ 20.00 per Hour ☐

SALARY AT:

☐ TEMPORARY

☐ YEAR STEP: \$ 20.80 per Hour ☐

☐ YEAR STEP: \$ 21.63 per Hour ☐

☐ YEAR STEP: \$ 22.06 per Hour ☐

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Code Compliance Technician	Job Code:	10630
Department:	Planning & Zoning Office	Pay Grade:	Std 25
Reports to:	Planning Director	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Flathead County Planning & Zoning Office provides technical planning assistance to Flathead County and is administered by the Board of County Commissioners. The primary responsibilities include assisting in all facets of long range Community and Neighborhood planning, Zoning Administration and Subdivision Review. This office also administers the Flathead County Lakeshore Protection Program and Flathead County Floodplain Program.

Job Summary: This position is primarily responsible for providing administrative assistance to the Flathead County Code Compliance Officer. Duties include supporting the code compliance officer with oversight of code compliance strategies to ensure these services and policies are effective, transparent, and comply with department goals and the law; enforcement of land use, subdivision, zoning, community decay, lakeshore, and floodplain regulations. This position also provides assistance to members of the public, conducts data collection, information, and analysis for the public, interested parties and other agencies and performs various other duties as assigned. This position performs a combination of office administration and public relations assignments and is required to disseminate information regarding county land use regulations and ordinances specific to individual parcels of land in Flathead County.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assist with routine functions of the Flathead County Planning & Zoning Office, including (but not limited to) answering public inquiries regarding zoning, subdivision, floodplain, lake and lakeshore regulations, the community decay ordinance and land use permits.
- Compile information; prepare clear, concise reports, letters and memos; maintain well-organized paper and electronic files and records.
- Assist the Code Compliance Officer to achieve compliance and conformance with Flathead County land-use regulations, ordinances and permits by responding to citizen complaints and/or responding to threats to public health and/or safety.
- Provide information regarding applicable statutes, regulations and procedures, planning programs and projects.

- Carefully abide by multiple processes and procedures established under state law, local regulations and/or office policy.
- Establish and maintain exemplary working relationships with public, technical representatives, contractors, co-workers and other Flathead County departments.
- Operate a County vehicle on a regular basis.
- Perform related work as required or directed under the supervision of the Planning Director and/or Code Compliance Officer.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to providing backup for other staff, participate in training, attending safety meetings etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Requires constant hand mobility for handling a variety of materials, keyboarding, filing and equipment usage.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Must occasionally lift and/or move up to 25 pounds.
- Frequently required to sit, stand, talk, listen, write and read.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Work occurs in a normal office/public administration environment with occasional travel to development sites.
- Requires ability to concentrate when subjected to frequent interruptions.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills, and Abilities:

This job requires knowledge of:

- Flathead County custom and culture.
- Planning process and land use law in the State of Montana and Flathead County.
- County ordinances, laws, regulations and permit processes and procedures.
- Legal process relating to enforcement actions.

- Preparation of permit applications.
- Communications between county departments and agencies, and their unique regulations and permits.
- Computers including but not limited to word processing, spreadsheets, email and electronic calendar functions.
- Elements of exemplary customer service, effective public speaking, public and community relations.

This job requires skill in:

- Providing a customer service oriented, professional and Impartial demeanor.
- Organization of electronic and paper records.
- Operations of computers and various office machines.
- Oral and written communication to include English language mechanics, syntax and composition.
- Conveying information effectively and be able to multi-task while maintaining a high level of proficiency.
- Multi-tasking and self-disciplined follow-through.
- Clear, effective and audience-appropriate verbal and written communications.

This job requires the ability to:

- Maintain effective working relationships with other staff, elected officials and the public.
- Communicate effectively, both orally and in writing.
- Conduct work in both an office and field setting.
- Possess a valid Montana driver's license, drive a vehicle in various weather conditions, and maintain a safe driving record.
- Provide quality customer service.
- Effectively manage multiple projects, often in a fast-paced environment.
- Read and understand technical documents including planning staff reports, ordinances, zoning and subdivision regulations, lakeshore and floodplain regulations, permits and permit applications.
- Independently initiate, prioritize, perform and/or solve problems related to deviations in work assigned in order to meet fixed or fluctuating deadlines and achieve work objectives.
- Work with the public in a calm and courteous manner while exercising tact and diplomacy under occasionally stressful situations.

Education and Experience:

The job requires a high school diploma or equivalent and one years' experience, preferable with a government agency, or any combination of education and/or experience and training which indicates possession of the knowledge, skills and abilities listed. Must have or be able to secure within 60 days of employment a valid Montana driver's license.

Action
Adopted

Date
6/24/2021

Reference
Commissioners' Minutes